DOCUMENT RESUME

ED 091 817 EA 006 171

TITLE	Administrative Manual for Directors of Transportation.
INSTITUTION	Alaska State Dept. of Education, Juneau. Office of Public Information and Publications.
PUB DATE	Jul 71
NOTE	33p.
EDRS PRICE	MF-$0.75 HC-$1.85 PLUS POSTAGE
DESCRIPTORS	*Administrator Guides; Driver Education; Inspection; Insurance Programs; Recordkeeping; Records (Forms); *Safety; *School Buses; School Districts; Standards; *Student Transportation
IDENTIFIERS	Alaska

ABSTRACT

This guide contains safety regulations for Alaska school district transportation systems including insurance, school bus inspection, and bus driver's permit and certification. Samples of required reports and forms are included. (MLF)

ED 091817

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION
THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ADMINISTRATIVE MANUAL
FOR
DIRECTORS OF TRANSPORTATION

ALASKA DEPARTMENT of EDUCATION
Dr. Marshall L. Lind, Commissioner

DIVISION of ADMINISTRATIVE SERVICES
Nathaniel H. Cole, Director
Harvey T. King, Asst. Director,
Coordinator, District School Support

July, 1971

EA 006 171

TABLE OF CONTENTS

1	General Administration
6	Insurance
8	School Bus Inspection
10	Bus Driver's Permit
12	Certification of Drivers
13	Monthly Transportation Report
13	Alaska Business License
14	Statement of Operation
15	Accident Reports
16	Required Forms

ADMINISTRATION OF TRANSPORTATION

The administration of school districts' transportation system shall be the responsibility of the chief administrator of the district or his designee, and shall be administered within the rules and regulations established by the Department of Education.

Each district is expected to insure the greatest element of safety for all students being transported by:

1) Training pupils in good bus safety practices.

2) Providing pupils with the Student Handbook and giving such interpretation and clarification as needed.

3) Assisting contractors with educational and training programs for bus drivers.

4) Providing contractors with the Drivers Manual and such interpretation and clarification as requested.

5) Training bus safety patrols, crossing guards, and driver aides as they are employed with the latest safety techniques in transportation.

6) Cooperating with the bus drivers in supervising bus loading zones both on and off the school premises.

7) Establishing operational procedures in cooperation with the contractor. Such procedures shall include:

A) Provisions that will insure that no smoking or consumption of alcoholic beverage or mind-altering drugs is permitted on a school bus while transporting students.

B) Provisions for denying transportation to any student for disciplinary reasons. Removal of a student shall be the sole responsibility of the district administrator or his designee.

C) Provisions that prohibit anyone from bringing a firearm of any type aboard a school bus.

D) Provisions for instructing drivers in the following duties and responsibilities:

Backing any portion of the school bus across the road shall be prohibited when school children are aboard, unless at the time of backing, a school safety patrolman is flagging for the school bus, or if an authorized flagman is on duty.

All school buses must stop at all railroad crossings within fifty (50) feet but not less than fifteen (15) feet from the nearest rail of such railroad and proceed only when visibility is clear and the bus can continue with safety.

On highways where speed limit is forty (40) miles per hour or more, no bus shall stop on a curve or a hill where the visibility is not at least 500 feet. Two hundred and fifty (250) feet minimum visibility is necessary on all other roads and highways.

Drivers must display the stop signal on the left side of the bus properly. It must be manually operated and independent of any device for opening the door. It must be displayed while loading or unloading pupils or while any pupil is crossing the highway.

No school bus shall use the "STOP" sign on the left side of the bus, or the flashing red lights to indicate that the bus is going to stop. These must be displayed after the bus has come to a complete stop and is actually loading or unloading passengers. The four amber lamps shall be actuated by the driver approximately 300 feet prior to each school bus stop to indicate that the bus is coming to a stop to load or discharge school pupils.

When stopped to load or unload passengers on a public road, the driver must extend the Stop Arm and actuate the flasher signals. However, in unloading passengers, he should not open the exit

door to allow any pupil to alight until he is sure all traffic has stopped.

No bus shall start from a standing position on or beside the highway until the stop sign has been released and the flashing lights turned off.

No school bus shall pull over to the left-hand side of the road to load or unload.

NO DRIVER shall leave the driver's seat without first setting the brakes, shutting off the motor and putting the bus in gear. The ignition keys must be removed from the lock and kept in his possession except when making emergency repairs while carrying children in severe weather.

A driver may not assign his driving responsibility to another person without the consent of the school officials in charge of the school served or the Commissioner of Education.

Drivers must check the latch and safety lock on rear emergency doors daily. No bus may be operated if the emergency exit is not functioning properly.

The driver must not start on any trip if he is not certain that all brakes are working properly.

Every bus driver must, before starting his daily trip, clean or cause to have cleaned the windshield, rear window, stop lights and flashing lights of his bus.

Every driver must keep his bus clean at all times. It must be swept daily and, during any epidemic, those parts of the body which pupils come in contact must be washed with a disinfectant at least once a week.

Drivers must examine directional signals daily and shall not

operate a bus upon which directional signals are not functioning properly.

All changes in direction of the school bus must be indicated by the use of the electrical directional signal on the front and rear of the bus.

No inside lights may be kept burning in a bus of less than sixty (60) passenger when transporting children during dark hours. Buses of less than sixty (60) passenger should use inside lights only when the school bus is stationary. Sixty- (60-) passenger buses or larger may leave a maximum of two (2) inside lights burning during the time of transporting children if such lights are located behind the rear wheel wells; if each light is of not more than four (4) candlepower; and the lights are so installed that the driver's vision is in no way interfered with by a reflection in the windshield.

No bus shall start or stop with the exit door open or partly open.

Drivers of school buses must stop the motor and stop all students from leaving school bus or crossing the highway, if in the act of loading or unloading, the driver hears a siren or sees a red light of an emergency vehicle approaching in any direction.

All doors must be kept closed while the bus is in motion.

Unless by permission of the school authorities, no pupil shall be permitted to leave the bus except at his regular stop.

When a student's behavior is such that discipline becomes necessary, the school bus driver should first inform the principal of the misconduct on the part of the student. The school bus driver should never leave a child at any point enroute home. In extreme cases, he may refuse service on the next regular trip until the pupil and parents have cleared the matter with the school principal.

Drivers must not haul any person who is not a pupil of the school,

a teacher, or an employee of the school, without the written consent of the school authorities.

When students must cross the road after alighting from the bus, it is the responsibility of the driver to see that they pass ***ONLY IN FRONT*** of the bus and ***NEVER BEHIND*** the bus. They should pass on signal from the driver or school safety patrolman.

Drivers of school buses have full responsibility of the safety of the pupils while they are getting on the bus, while they are on the bus, and while they are leaving the bus and crossing the road. If hazardous conditions prevail, the driver must see that the pupils are escorted across the street by themselves or by a school safety patrolman.

No gasoline or kerosene emergency flares shall be carried on a school bus at any time.

No driver shall go away from his bus or leave children unless a responsible person is left in charge.

The driver shall at no time allow anyone to sit to the left or to the right of him in such a manner as to interfere with his vision or his operation of the school bus.

The vehicle capacity shall be based on the manufacturer's rated capacity (13 inches seating space) for elementary school children (K-8) and two-thirds (2/3) of the manufacturer's rated capacity for students in grades nine through twelve (9-12).

1) Bus loading shall be computed by the average of the daily count for a calendar month. However, except in extenuating circumstances, a school bus shall not at any time carry more than six above the capacity allowed in the paragraph above.

2) At the end of the first five days of transportation, and at the end of each calendar month thereafter, the administrator in charge of the transportation for the district shall report all routes carrying more students than allowed by this section and the action taken to alleviate the overload.

A. INSURANCE

1) Individuals or companies transporting pupils shall carry bodily injury liability insurance in the amount of not less than fifty thousand dollars ($50,000.00) per pupil and not less than one hundred thousand dollars ($100,000.00) for all pupils for each vehicle under twenty (20) passengers. Each vehicle used which has a rated capacity of twenty (20) or more shall carry bodily injury liability insurance of not less than fifty thousand dollars ($50,000.00) per pupil and not less than three hundred thousand dollars ($300,000.00) for all pupils. Liability insurance policies must have been obtained before any pupils can be carried under the contract terms and must be filed with the Commissioner of Education before any State monies can be released in payment for services rendered.

2) The following provisions shall be contained within all liability policies covering vehicles during that portion of the time they shall operate as a school bus under reimbursement from the State:

A) "While the automobile is subject to the Rules and Regulations of the State Department of Education promulgated for the transportation of pupils to and from the schools, the insurance shall cover as an insured any person or organization, or any agent, employee or contractor thereof, acting as agent for the named insured.

B) "It is agreed that the insurer and the insured, to the extent of liability under this policy, and no more, waives the defense of sovereign immunity which could otherwise be raised by the State or political subdivision thereof."

3) Transportation contractors operating in schools outside incorporated school districts will forward a copy of the original insurance policy to the Commissioner of Education on or before September 30 of each school year to make certain that the requirements of the Department Rules and Regulations as to coverage and as to the specified endorsements have been met.

4) School districts will not send the insurance policy to the Commissioner of Education. They shall provide the following information in the form of a certification about the policy or policies which are in force covering vehicles transporting pupils in the service area of the school district for which the school district is responsible:

A) Name of insurance company and name of insured.

B) Endorsement required by Paragraph 2(A) and (B) of the Transportation Regulations are part of this policy.

C) Limits of the policy, policy number, date of expiration, and name of insuring company.

5) Certification of insurance coverage must be forwarded so as to reach the Department of Education before September 30 of each school year, and no vehicle shall be engaged to provide transportation of pupils without first having been properly insured. No reimbursement may be made any school district until certification of insurance coverage is properly filed.

B. SCHOOL BUS INSPECTION

1) Individuals, companies, or school districts operating school buses shall have said buses undergo periodic inspections by members of the State Highway Patrol.

A) One (1) inspection shall be required during the month of August before the first day of school, and again during and before the end of January.

B) State school shall file copies of said inspection with the Commissioner of Education.

C) *School districts* owning and operating their own transportation service, or subcontracting transportation service with private carriers, *shall certify* to the Commissioner of Education before the *end of the first month of operation and again before the end of January* that such reports have been made and that copies of the vehicle inspections are on file in the school office. School districts need not and should not send the report forms to the Commissioner of Education but should certify as outlined above.

D) It is the responsibility of the contractor in schools operated by the Department of Education as an agency to have vehicles inspected twice a year by the Department of Public Safety. School bus inspection report form A-356 is provided for this purpose. In areas where the patrolman does not regularly visit, it is the responsibility of the transportation contractor to request the Department of Public Safety to delegate authority to some person in the community competent to perform the inspection.

E) If a vehicle is classified as "unserviceable," it must be removed from service as indicated in the inspection form. Unless acceptable alternate vehicle or vehicles are provided so that transportation service may continue, no payment whatsoever will be made for the days not operated.

F) *THE RESPONSIBILITY OF CONTRACTING THE STATE POLICE TO HAVE THE INSPECTION MADE LIES WITH THE BUS CONTRACTOR OR THE SCHOOL DISTRICT.*

G) Any school bus contractor (including school districts operating under Transportation Agreements) who willingly and knowingly operates a vehicle for transporting pupils which does not meet reasonable standards for safety shall be liable to contract termination by the Commissioner of Education.

C. BUS DRIVER'S PERMIT

1) As per Section 15, Subchapter II of the Alaska Traffic Regulations, the Department (of Public Safety) shall issue a school bus driver's permit upon submission of the required application and completion of driving, written, and physical examinations. Such permit shall expire on September 1 of the year following issuance and may be renewed by submission of a current physical examination to the Department. There shall be a fee of $2.00 for the administration of the driving examination. There shall be no fee for renewal. No person may operate a school bus carrying children who is not in possession of a valid school bus driver's permit. Failure to procure such license and carry same while driving a school bus will be sufficient cause for contract termination.

2) A school bus driver's permit will be issued by the Department of Public Safety. All licensing and examining of school bus drivers as to fitness to driving school buses including medical examination reports, shall be obtained through the Department of Public Safety.

3) The school bus driver's permit will not be a license to operate a motor vehicle, other than a school bus, and will remain valid only so long as the permittee is in possession of a valid Alaska operator's license.

4) School bus driver's licenses or permits may be renewed upon the date and in the manner as set forth by the Department of Public Safety. In order for a license or permit to remain valid, driver must present a report annually of a physical examination before the beginning of the school year to the Department of Education. If the application is for a new license, the completed health history and physical examination form must be presented to the driver's license examiner. A chest X ray must be a part of the new application for a bus driver's permit. For renewal of a license or permit, a skin patch test or chest X ray, whichever is desired, shall be evidence of having fulfilled this part of the physical examination. Written and driving examinations will not be required for a renewal of license or permit except as may be required from time to time as changes in the statutes or regulations of the Department of Public Safety warrant, or in the discretion of the State Department of Education. The renewal of the permit will be handled by correspondence between the Department of Public Safety and the individual permittee.

Written examination

1) All school bus drivers must complete the written examination. The examination is based upon the State Motor Vehicle Code and the special regulations for the operation of school buses prepared and promulgated by the Department of Education.

2) Each question in the written examination will be worth two (2) points. This number will be deducted for each incorrect answer. The minimum passing score in the written examination will be 80 per cent. If the school bus driver fails the first examination, he should be given a copy of the State Motor Vehicle Regulations to study, and instructed to return in three (3) days to repeat the written test.

Physical examination

1) A driver must be free of any communicable diseases, and subject to medical examination.

A) A tuberculin test must be a part of the examination for a bus driver's permit. A chest X ray is not required unless indicated by the tuberculin test.

B) The physical examination form contains space for recording visual acuity results as determined by the examining physician. The visual acuity recorded on the physical examination form will be entered on the school bus driver's examination, Form DL-17.

C) The minimum visual acuity, either with or without glasses, shall be 20/30 in each eye.

D) Monocular vision (one eye) shall be a disqualifying factor for the issuance of a school bus driver's permit.

E) A history of having had fainting spells, dizziness, convulsions, or a cardiac ailment within the past twelve (12) months shall disqualify the applicant for issuance of a school bus driver's permit.

D. CERTIFICATION OF DRIVERS

1) School districts and persons in schools outside organized school districts responsible for supervision of the transportation service to the schools shall certify to the Commissioner of Education on or before September 30 of each year that all drivers under their supervision are in possession of a valid bus driver's permit.

The Department of Education has established the following qualifications for the issuance of *school bus driver's permits.*

a) Each school bus driver must pass a driver's examination, both written and actual driving. This examination will be given by the State Police and the necessary forms will be provided by them.

b) The person must be able-bodied, free of communicable diseases, strong enough to be able to handle the bus with ease, have normal use of his body and both hands and feet. He must file each year certification from a reputable physician after a careful examination stating that he is physically fit to perform the duties of a driver.

c) A driver must be at least nineteen (19) years of age.

d) At the discretion of the Commissioner of Education, bus drivers may be required to furnish character references and/or to furnish certification of age, character, or other qualifications.

e) Substitute drivers shall meet all requirements of regular drivers except in cases of emergency.

f) Drivers must be acceptable to the school officials in charge of the school served and/or the Commissioner of Education.

g) To be employed and kept in service as a bus driver, a person must familiarize himself with and observe the "General operating regulations for school bus drivers" as adopted by the Department of Education (Section 102 (e)).

h) A history (within preceding two years) of a conviction for reckless driving, driving while under the influence of drugs or intoxicating liquor shall be reason for denying a bus driver's permit.

E. MONTHLY TRANSPORTATION REPORT

1) Payment to the contractor shall be made upon the filing of the Monthly Transportation Report (DOE Form A-362 for State-operated schools and A-361 for districts) and its approval by the Commissioner of Education.

F. ALASKA BUSINESS LICENSE

1) State law requires that any agency or firm conducting a business or receiving pay for services on a contractual basis such as school bus contractors must secure an Alaska business license.

G. STATEMENT OF OPERATION

A report of transportation expenditures shall be made by the district to the Commissioner of Education following the close of the fiscal year. The amount of reimbursement to the district in final settlement for district-owned transportation shall be the total allowable expenditures under State regulations, but not to exceed the amount of the original agreement and any amendments thereto which shall have been executed on or before June 30 of the school fiscal year for which reimbursement is requested.

All persons receiving State reimbursement for transportation are required to file a complete report of expenditures and receipts with the Commissioner of Education. Forms for preparing the report of expenditures will be supplied by the Commissioner of Education and all operators, both independent contractors operating under contracts directly with the Department of Education, and subcontractors operating under agreements or subcontracts with school districts, are required to complete the report on the forms as prescribed by the Commissioner of Education. These forms require contractors to furnish information on the depreciation schedule for their vehicles. Cost of gas and oil, repairs, maintenance, salaries, insurance, license, and miscellaneous expenses, are items to be reported upon. Records must be such that they may be audited upon request of the Commissioner of Education.

H. ACCIDENT REPORTS

All accidents, regardless of severity, must be reported within ten (10) days of the accident to the

Coordinator of Transportation
Alaska Office Building
Pouch F
Juneau, Alaska 99801

A monthly recapitulation of accidents is to be filed with each month's transportation report. No payment will be tendered until such report has been received.

Any accident involving a vehicle under contract or replacing a vehicle under contract for transporting students must be reported. Students may or may not be in the act of being transported at the time of the accident.

I. REQUIRED FORMS

District Directors of Transportation are required to submit the following reports to the State Director of Transportation:

05-136-18	*Bus Time and Mileage Schedules*
05-137-18	*Route Maps*
05-132-18	*School Transportation Report (Business License is part of that report)*
05-135-18 p. 1	*Statement of Operation*
05-135-18 p. 2	*Depreciation Schedule*
05-133-18	*Accident Report*

District Directors of Transportation are required to certify that the following are on file in their office prior to receipt of any payment for transportation:

05-131-18	*Bus Driver's Health History*
05-126-18	*School Bus Inspection Report (twice yearly)*
	Insurance policy and amounts of coverage.

THE FOLLOWING 15 PAGES ARE SAMPLE FORMS.

State of Alaska
Department of Education

Bus Time & Mileage Schedule

Bus No. _____

Page ____ of _____ Pages

Date of Report _____ Driver _____

Route No. or Name _____ Driver's License No. _____

Bus Capacity (Mfg. Rating) _____ Bus Make, Model, Year _____

School (s) Served _____ Contractor _____

PICKUP SCHEDULE — RETURN SCHEDULE**

Stop No.	No. On	Mil.	PUPILS Actual Arr. Time	Pupil Load	No. Dis. Chg.	PUPILS' NAMES and/or NUMBER OF STOP (See Instruction No. 5)	Grade in School	Actual Mileage	Actual Arr. Time
___	___	___	_____	_____		Bus Parking or Start (end) of Route	___	_____	___
___	___	___	_____	_____		_____

State of Alaska
Department of Education

INSTRUCTIONS FOR COMPLETING FORMS 05-136-18 AND 05-137-18

1. A route map should be made for each bus. If P.M. route is different from A.M. route, use two schedules (Form 05-136-18). Show routes on P.M. route on reverse side of Form 05-137-18.

2. Include on one map entire mileage made by bus in A.M. If P.M. route is the same route, one map is sufficient. Indicate this by circling A.M. and P.M. at top of map. Direction (reverse or circle) which route runs in the P.M. will be indicated by the arrangement of the mileage in the "return schedule" on the BUS ROUTE SCHEDULE.

3. Make map to scale. Indicate scale used.

4. If at all possible, show entire route on map. Mileage shown on the bus route schedule and map should be the same. If this would make map too small to be practicable, show that portion where pickups are made. At the edge of the map, indicate mileage from route beginning and back via school. Show some topographical features and names of streets, highways, roads, rivers, streams, or other landmarks. Indicate where bus is parked, but do not include mileage from garage to route if garage is not on route.

5. If contractor has five buses or less, give names of the students residing at stop; this is preferred in all cases. However, if more than five routes, a common distinguishing name or number may be given to the loading point.

6. Show stops on map. Identify by name or number to coincide with bus schedule (Form 05-136-18). Number 0 and the last number "pickup" should be at end of route or where bus leaves route after completing pickup and delivery.

7. If contractor or district has five or more buses, an area map large enough to indicate all routes should be included in addition to individual route maps. Make each route identifiable by color or name.

8. Maps and route lists are the responsibility of the contractor. These are to be signed by the Superintendent, Principal, or Head Teacher and forwarded to Department of Education, Pouch F, Juneau, Alaska 99801.

9. One copy of the bus route schedule shall be posted in each school bus near the driver, one copy shall be furnished to the Superintendent of Schools and one copy to the State Department of Education before the end of the first month of operation.

The route, mileage, and number of children as listed on Forms 05-136-18 and 05-137-18 for this route is, to the best of my knowledge, accurate and complete.

_____
Superintendent, Principal, or Head Teacher

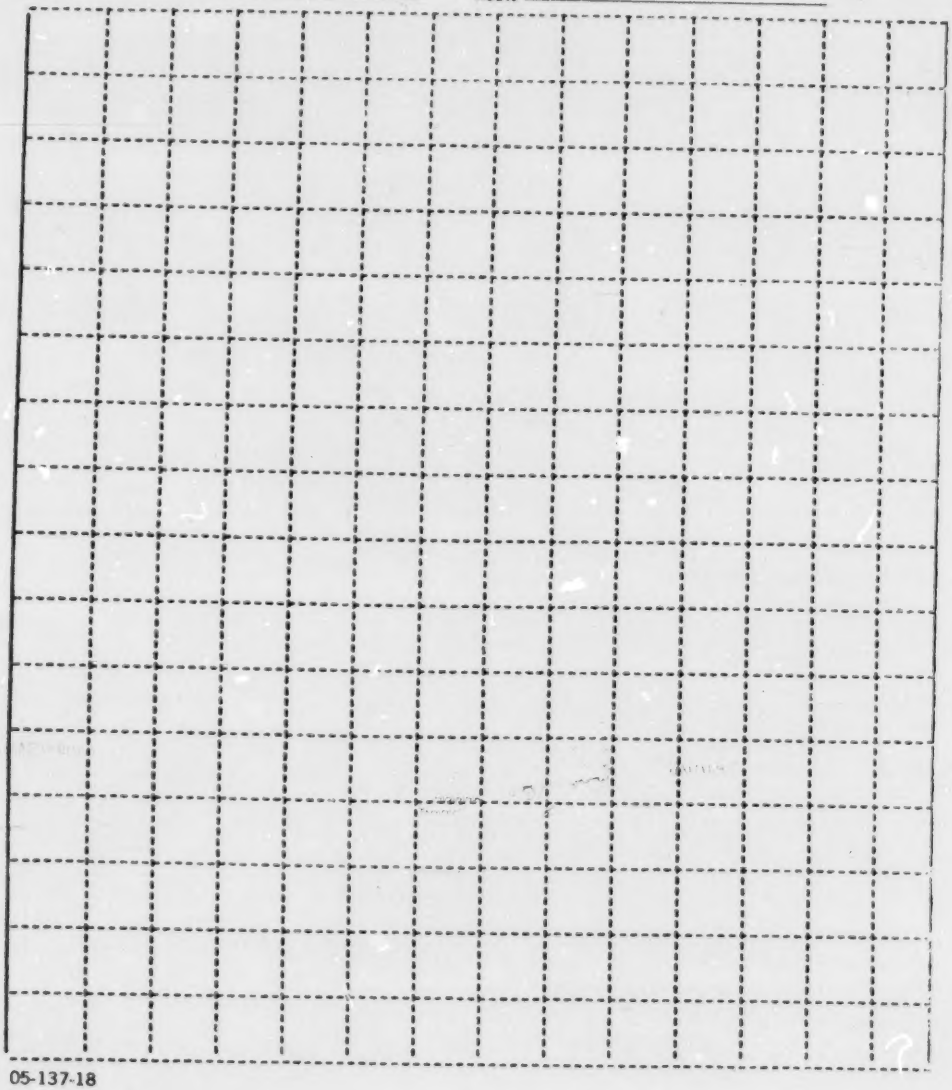
_____
Date

State of Alaska
Department of Education

Rout: Map

Bus. No. _____ A. M. and/or P. M. - Special School or District _____

Scale _____ Route _____



05-137-18

ACCIDENT REPORT

Number of accidents during this month _____
Number of fatalities _____
Number of persons injured _____
Number causing damage to property _____

Accidents were reported to Department of Education as required by regulation – ☐ Yes ☐ No

I certify that the totals listed are correct for the period indicated, that payment thereof has not been received, and that all routings for which State reimbursement is claimed were operated in full compliance with Section 100-104 of the State Transportation Regulations.

_____
(Superintendent's signature)

INSTRUCTIONS

1. A separate line should be used to report each portion of the total transportation operation. For example, if the school district-owned equipment operates part of the total program and there are two subcontractors, three lines should be used. The School district-owned operation should be summarized on one line and each subcontract summarized on a separate line. If one subcontract is let, one line in appropriate section should be used in reporting.

2. When 50 percent indemnity payment is to be claimed in Part I, list by the date and give an explanation for the following:

   a. Days school was closed during the month due to circumstances beyond the control of the school authorities, such as epidemics, heating plant failures, etc. All such closures must be "authorized" closures, which are counted as days of school.

   b. Days buses did not operate and/or operated partial routes due to weather or impassable roads.

   c. The TOTAL DUE column must reflect the above days. Indemnity may not be claimed for reasons other than the above.

3. Reimbursement paid to school districts will be the total of Part II subtracted from the total of Part I plus Part III.

*PART II–Also to be used for "hazard students" on "noneligible" extensions. The cost per day is the cost of the extension.

**TOTAL COST–Maximum number of students X cost per day X 75 percent X number of days operated.

***DISTRICT'S SHARE= 50 percent X Total cost.

MAIL ORIGINAL AND THREE COPIES AT THE END OF EACH CALENDAR MONTH TO THE COORDINATOR OF TRANSPORTATION, POUCH "F," JUNEAU, ALASKA 99801 (RETAIN ONE COPY FOR SCHOOL FILE)

05-132-18

SCHOOL TRANSPORTATION REPORT

School Reporting _____ Period _____, 19____, through _____, 19____

Total Number of Days School was in Session this Month _____ Business License No. _____

PART I--CHILDREN LIVING 1.5 MILES OR MORE FOR STATE REIMBURSEMENT

		Daily Bus Miles	Max. No. Pupils Daily	Min. No. Pupils Daily	Ave. No. Pupil Daily	Total Daily Rate	No. Days Routes Operated		Total Due
1.									$
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.	TOTALS PART I								$

PART II* -- CHILDREN LIVING LESS THAN 1.5 MILES AND CARRIED ON ABOVE ROUTES (PUPILS NOT REPORTED IN PART I)

		Cost per Pupil Per Year	Max. No. Pupils Daily	Min. No. Pupils Daily	Ave. No. Pupils Daily	Cost Per Pupil Per Day	No. of Days of Operation	Total Cost**	District Share***
11.									$
12.									
13.									
14.									
15.									
16.	TOTALS PART II	//////////				//////	//////		
17.	TOTALS PARTS I & II					//////	LINE 10 MINUS LINE 16		$

PART III--CHILDREN LIVING LESS THAN 1.5 MILES TRANSPORTED UNDER SEPARATE CONTRACTS

		Daily Bus Miles	Max. No. Pupils Daily	Min. No. Pupils Daily	Ave. No. Pupils Daily	Total Daily Rate	No. of Days Operated	Paid to Contractor By District	Amount Due From State
18.								$	$
19.									
20.									
21.	TOTAL PART III								
22.	TOTALS OF ALL (LINES 10, 16, & 21)						//////	$	$

State of Alaska
Department of Education
S–O–S
School Transportation Report

SCHOOL REPORTING _____ PERIOD _____ THROUGH _____ 19____
TOTAL NUMBER OF DAYS SCHOOL WAS IN SESSION THIS MONTH _____ BUSINESS LICENSE NO _____ DATE OF ISSUE _____

PART I--CHILDREN LIVING 1.5 MILES OR MORE FOR STATE REIMBURSEMENT

Names of Routes	Daily Bus miles	Max. No. Pupils Daily	Min. No. Pupils Daily	Ave. No Pupils Daily	Daily Rate per Route	No. of Days per Route	Total Due Per Route
1.							
2.							
3.							
4.							
5. TOTALS PART I							

PART II--CHILDREN LIVING LESS THAN 1.5 MILES AND CARRIED AT STATE EXPENSE ON ABOVE ROUTES (Not to be included in Part I)

Max. No. Pupils Daily	Min. No. Pupils Daily	Ave. No. Pupils Daily

When 50 percent indemnity payment is to be claimed, list on the reverse side by date and give an explanation for the following. (1) days school was closed during the month due to circumstances beyond the control of the school authorities such as epidemics, heating plant failure, etc., (2) days buses did not operate and/or operated partial routes due to weather or impassable roads. The "Total Due Per Route" column must reflect the above days. INDEMNITY MAY NOT BE CLAIMED FOR REASONS OTHER THAN THE ABOVE. THE DATES LISTED HEREON ARE CORRECT. THE SERVICE RENDERED IS IN COMPLIANCE WITH THE CONDITIONS OF THE CONTRACT.

_____
SUPERINTENDENT, PRINCIPAL, OR HEAD TEACHER

05-138-18

PART III--CHILDREN LIVING LESS THAN 1.5 MILES FOR WHICH FEES OR FARES ARE CHARGED (Not included above)

Mo. Fare	Max. No. Pupils Daily	Min. No. Pupils Daily	Ave. No. Pupils Daily	Amount to be Deducted From Part I

TOTALS I, II, III _____

TOTAL REIMBURSEMENT DUE $_____

I certify that the above amount is correct for the period and that payment thereof has not been received; that all drivers of school buses have been examined in compliance with terms of the transportation contract and that liability insurance is in effect.

Number of Accidents during this month _____
Number of fatalities _____
Number of persons injured _____
Number causing damage to property _____
Accidents were reported to Department of Education as required by regulation ___ Yes ___ No

Payee (Signature in full) _____
Mailing Address _____
_____

PUPIL TRANSPORTATION SERVICES
Statement of Operations
For the School Year 19

State of Alaska ..... $ _____
Local appropriations ..... $ _____
Fees and fares ..... $ _____
Other ..... $ _____
TOTAL RECEIPTS ..... $ _____

EXPENSES:

SALARIES:
Supervisors ..... $ _____
Drivers ..... $ _____
Mechanics & other ..... $ _____
Clerks & other ..... $ _____
TOTAL SALARIES ..... $ _____

OPERATION:
Gasoline ..... $ _____
Tires & tubes ..... $ _____
Oil & lubricants ..... $ _____
TOTAL OPERATION ..... $ _____

MAINTENANCE:
Repairs & parts ..... $ _____
Supplies for bus oper.* ..... $ _____
Private garage expenses ..... $ _____
Miscellaneous expenses ..... $ _____
TOTAL MAINTENANCE ..... $ _____

DEPRECIATION ON VEHICLES & EQUIPMENT :

DEPRECIATION ON VEHICLES & EXPENSES:
School bus insurance ..... $ _____
Printing and advertising ..... $ _____
Subcontracting services ..... $ _____
Unclassified expenses ..... $ _____
TOTAL OTHER EXPENSES ..... $ _____

TOTAL TRANSPORTATION EXPENSES ..... $ _____
NET PROFIT ..... $ _____

VEHICLE OPERATIONAL COSTS

	COST PER MILE	COST PER BUS	PERCENT OF TOTAL COST
Salaries	_____	_____	_____
Operation	_____	_____	_____
Maintenance	_____	_____	_____
Depreciation	_____	_____	_____
Other	_____	_____	_____
TOTALS	_____	_____	_____

Number Of Vehicles Operated**	Total Days Operated	Total Bus Mileage**	Average Daily Bus Mileage	Average No. Of Pupils Daily

*Includes cost of maintaining heated storage or garage for bus.

**Operational vehicles--do not include

***ROUTE mileage for year.

If any of the expenses include costs attributable to other facilities, such expenses should be pro-rated between transportation of pupils and such other operations.

We hereby certify that to the best of our knowledge, the above is true, correct, and complete.

DATE

SUPERINTENDENT, PRINCIPAL, OR HEAD TEACHER

DATE

CONTRACTOR OR OPERATOR

State of Alaska
Department of Education

Pupil Transportation Services
Depreciation Schedule
For the School Year 19

Description Property	Date Acquired	Cost or Other Basis	Prior Years' Depreciation	Method of Depreciation	Rate (%) or Life Years	Depreciation For This Year

05-135-18

State of Alaska
Department of Education

School Bus Accident Report

District or School _____ Date of Accident _____

Identifying Data:

Bus Driver: _____ Age ____ Sex ____ Bus Driving Experience _____

Make of body _____ year ____ bus capacity _____ Pupil load at time of accident _____

Other driver _____ age ____ sex ____ license no. _____

Was accident investigated by police officer? State ____ City____ no investigation _____

Damage to school bus $ _____ No. of pupils injured _____ no. of fatalities _____

Number of accidents involved in by the bus driver this year _____

Accident occurred on:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time of day _____

CAUSE OF THE ACCIDENT:

WHERE DID THE ACCIDENT HAPPEN?
1. Primary road ☐
2. Secondary road ☐
3. City street ☐
4. School grounds ☐

WHEN THE ACCIDENT HAPPENED, THE BUS WAS
1. Picking up or discharging pupils ☐
2. Backing up ☐
3. In the act of turning ☐
4. Stopped ☐

IF A MOVING VIOLATION, SPEED WAS
1. 1 to 10 miles per hour ☐
2. 10 to 20 miles per hour ☐
3. 20 to 35 miles per hour ☐
4. Over 35 miles per hour ☐

THE POINT OF IMPACT TO THE BUS OCCURRED
1. On the rear ☐
2. On the front ☐
3. Other ☐

THE ACCIDENT RESULTED FROM
1. Mechanical failure ☐
2. Human error ☐
3. Other ☐

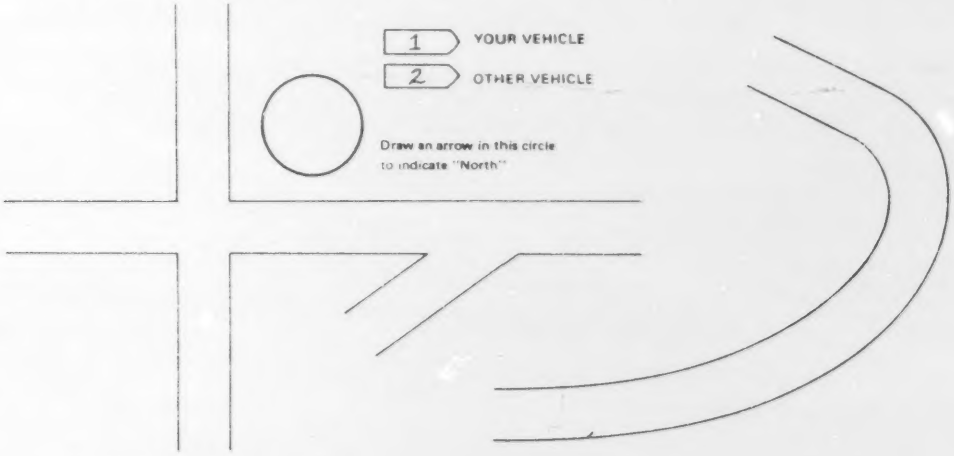
IF HUMAN ERROR, RESPONSIBILITY WAS CHARGED TO
1. Bus driver ☐
2. Other driver ☐

WEATHER CONDITIONS
1. Clear ☐
2. Foggy ☐
3. Rain ☐
4. Snow ☐
5. Ice ☐

CHARACTER OF THE ROAD

1. Straight
2. Curve
3. Hillcrest
4. Other

INDICATE IN THIS DIAGRAM WHAT HAPPENED



Explanation if necessary: _____

_____

Witnesses: (if any)

NAME: _____ ADDRESS: _____
NAME: _____ ADDRESS: _____
NAME: _____ ADDRESS: _____
NAME: _____ ADDRESS: _____

I hereby certify this report to be correct

_____
BUS DRIVER

I have reviewed the circumstances of the accident and to the best of my knowledge this report is correct.

_____
BUS CONTRACTOR

NOTE: All accidents, regardless of severity, must be reported within ten days of the accident to the Co-ordination of Transportation, Alaska Office Building, Pouch "F", Juneau, Alaska 99801.

05-133-18

State of Alaska
Department of Education

Alaska School Bus Driver's Health History

NAME OF SCHOOL OR SCHOOL DISTRICT FOR WHOM DRIVING: _____

Name: _____

Date of birth _____ age ____ sex _____

Personal physician _____

Address: _____

_____

Answer "yes" or "no" to the following questions:

1. Have you ever been rejected by any life insurance company? _____
2. Have you ever been a patient in any hospital or asylum? _____
3. Have you been rejected for military service _____ if yes, why? _____
4. What type of military discharge _____ regular _____ medical _____ other _____
5. Have you ever received disability compensation from the government or any corporation or individual? _____
6. Have you ever been treated for, do you have, or have you ever had any of the following:

ANSWER YES OR NO

Head injuries _____ arthritis _____

Mental or nervous disease _____

Tuberculosis _____ "stomach trouble" _____

Gallbladder disease _____ pleurisy _____

Liver disease _____ asthma _____ jaundice _____

Heart disease _____ "kidney trouble" _____

Rheumatism _____ "bladder trouble" _____

Hernia (rupture) _____ malaria _____

Varicose veins _____ typhoid fever _____

Scarlet fever _____ diptheria _____

Sinus _____ hives _____ any allergy _____

Anemia _____ nervous breakdown _____

Blood disease _____ diabetes _____

High blood pressure _____

7. Do you have any deformities or disabilities? _____ if yes, what _____
8. Do you have any of the following symptoms:

Nervousness _____ joint pains _____

Headache _____ fast heart beat _____

Dizziness _____ fainting spells _____

Convulsions (fits) _____ pain around heart _____

Spitting of blood _____

Do you wear glasses? _____

Do you see double? _____

Do you have blurred vision? _____

9. Have you any physical defect whatever, which might under strain, or in the performance of your duties requiring physical alertness and muscular activities, result in disablement or otherwise incapacitate you? _____
10. Have you been ill during the past three years? If yes, give details.

_____

_____

_____

_____

_____

11. How many days were lost from work during the past year? _____

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

_____

SCHOOL BUS DRIVER's SIGNATURE

PHYSICAL EXAMINATION FOR ALASKA SCHOOL BUS DRIVERS

THIS EXAMINATION IS FOR:
ORIGINAL DRIVER'S PERMIT ___ RENEWAL ___
(check one)

Name: _____

Address: _____

_____

Height: _____ weight _____

Wears glasses: _____

Eyes:

Color vision _____

Eye grounds _____

Vision without glasses:
Right 20/ _____
Left 20/ _____
Both 20/ _____

Vision with glasses:
Right 20/ _____
Left 20/ _____
Both 20/ _____

Ears _____ Hearing _____ R ____ L _____

Teeth _____ Gums _____

Nose _____ Throat _____ Tongue _____

Neck _____ Thyroid _____

REMARKS: _____

_____

_____

_____

Chest: Thorax:

Lungs _____

Heart _____

Rhythm _____ Rate _____ Murmurs _____

Remarks: _____

Abdomen _____ Hernia _____

Back-pelvis-spine _____

Extremities-upper _____ lower ____ flat feet _____

_____

Laboratory:

Urine _____ Serology _____

*X-ray _____ Date _____

Remarks: _____

_____

Military medical records _____

_____

Emotional and psychiatric evaluation _____

_____

Diagnosis and recommendations _____

_____

THIS IS TO CERTIFY THAT I HAVE EXAMINED

_____

ON _____

AND FOUND HIM QUALIFIED ( ) UNQUALIFIED ( )
TO OPERATE A SCHOOL BUS.

_____

EXAMINING PHYSICIAN

COMPLETE IN DUPLICATE. ORIGINAL MUST ACCOMPANY REQUEST FOR PERMIT. SEND ONE COPY TO SUPERINTENDENT (DISTRICT SCHOOLS), OR IF STATE-OPERATED SCHOOL, SEND ONE COPY TO COORDINATOR OF TRANSPORTATION, ALASKA OFFICE BUILDING, POUCH "F" JUNEAU, ALASKA 99801

* Skin patch test acceptable. If positive, X-ray must be taken.

05-131-18

State of Alaska
Department of Education

SCHOOL BUS INSPECTION REPORT

Make of Chassis _____ Year_____ Motor No._____ Capacity_____

Make of Body _____ Year_____ License No._____

School _____ Transportation Contractor _____

ALL ITEMS MARKED "UNSATISFACTORY" MUST BE CORRECTED BY DATE INDICATED:

ITEMS INSPECTED:	SAT.	UNSAT. (DATE)
LIGHTS:		
a. Headlamps		
b. Tail lights		
c. Stop lights		
d. Clearance lights		
e. License plate lights		
f. Alternate flashing amber front & rear		
g. Alternate flashing red front & rear		
h. Turn signals		
i. Interior lights		
SIGNS:		
a. "School Bus" front & rear		
b. "Unlawful to Pass" on rear		
EXHAUST SYSTEM:		
a. Free from leaks		
TIRES:		
a. Minimum tread 2/32"		
b. No cuts or signs of weakness		
c. No retreads on front		
d. Meet size standards		
STEERING GEAR:		
a. No excessive looseness		
b. No excessive looseness and wear in tie rod ends		
c. Wheel alignment okay		
d. No excessive wear of king pins		
SPRINGS & SHACKLE BOLTS:		
SERVICE BRAKES:		
a. No evidence of leaks		
EMERGENCY BRAKES:		
WINDSHIELD:		
a. Safety glass		
b. Not cracked or pitted		
c. Wipers		
d. Windows none cracked or broken		
HEATING EQUIPMENT:		
a. All heaters operational		
b. Capable of maintaining 35-40° in average January temperature		

ITEMS INSPECTED:	SAT.	UNSAT. (DATE)
SUN SHIELD:		
a. Adjustable, not less than 6" x 16"		
STOP ARM:		
a. Operates satisfactorily		
b. White "stop" on red		
c. Alternating flashing red lights		
FIRST AID KIT:		
a. Metal box, Type II		
b. Minimum 16 units		
FLARES & FLAGS:		
a. Three red fuses or red electric lanterns or portable red reflectors and two red cloth flags		
HORN:		
SERVICE DOOR:		
a. Closes tightly		
b. Safety glass		
c. Operates smoothly		
TOOLS AND CHAINS SECURED:		
FIRE EXTINGUISHER:		
a. Minimum 2½ lb. dry chemical, not less than ULI rating 8-B-C		
b. Mounted in driver's compartment		
EMERGENCY DOOR:		
a. Metal guard over door handles		
b. Marked "Emergency Door"		
c. Electrical buzzer		
d. Works satisfactorily		
e. May be opened from outside		
SEATS AND FLOORS:		
a. Floor covering is in acceptable condition		
b. Seats securely fastened to floor		
c. Seat cushion or fiberglass in good condition		
d. No sharp or metal protrusions		
e. Minimum 27" between seats		
f. Cleanliness		
g. Plywood over metal floor		

INSPECTORS RECOMMENDATIONS:

- ☐ Satisfactory
- ☐ Deficiencies must be corrected by dates indicated
- ☐ Deficiencies must be corrected and bus reinspected before use

INSPECTORS COMMENTS:

_____

_____

_____

THIS IS TO CERTIFY THAT I HAVE CONDUCTED A THOROUGH INSPECTION OF THIS BUS.

NAME _____ BADGE NO._____ _____

(Print) Signature

I HEREBY CERTIFY THAT I HAVE READ THIS INSPECTION REPORT AND THAT, TO THE BEST OF MY KNOWLEDGE, THERE ARE NO MECHANICAL OR OTHER DEFECTS THAN THOSE NOTED HEREIN.

_____ _____

Date Contractor

05-126-18

TRANSPORTATION MANUAL

Dr. Marshall L. Lind
Commissioner of Education

Office of Public Information & Publications
Alaska Department of Education
July, 1971